

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Battalion Commander

BAND	GRADE	
F	44	
DEPARTMENT: Fire	ACCOUNTABLE TO: Fire Division Chief	FLSA STATUS: Non-Exempt
CLASS SUMMARY: Incumbent is responsible for the oversight of all fire stations and supervision of Fire Captains on a single shift or assigned to a key administrative staff position such as Training Officer or EMS Coordinator. Duties include: providing oversight to all stations; conducting and signing employee performance evaluations; implementing and evaluating program effectiveness; recommending equipment purchases; evaluating emergency preparedness and planning procedures; researching and developing new methods of fire suppression; functioning as incident commander; assisting in the preparation of the budget; tracking expenditures; assisting in setting goals; administering programs assigned such as disaster planning, training, medical services, special operations; and coordinating, planning and evaluating major objectives.		
DISTINGUISHING CHARACTERISTICS: The Battalion Commander is the fourth level of a six level firefighter series. The Battalion Commander is distinguished from the Fire Captain in that the Battalion Commander has authority over all stations or management of programs. The Battalion Commander is distinguished from the Fire Division Chief in that the Division Chief performs administrative duties with department wide impact and serves as the Operations Officer or Fire Marshal. Incumbents may be required to perform shift work.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FRE-QUENCY	
1.	a. Supervises Fire Captains and provides oversight for station activities to include: conducting and signing performance evaluations; interviewing firefighters; making hiring and termination recommendations; administering promotional exams; scheduling overtime for special events and holidays; tracking paid on call time; establishing operating standards; ensuring compliance with laws, codes and regulations; and, ensuring staff meet recertification requirements; or, b. Manages and coordinates major department program sections such as training, safety, emergency medical services or special operations, including developing, implementing, monitoring and evaluating program goals.	Daily	

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2.	Supervises fire and other emergency incidents to include: determining appropriate methods for fire suppression; ensuring safety of staff, and, determining appropriate methods for laying hose, directing water streams and placing ladders.	Daily	
3.	Develops and administers a variety of programs such as Training, EMS, Special Operations, Emergency Management, Paid On Call, Infection Control and Disaster planning. Develops, implements and evaluates program effectiveness.	Daily	
4.	Investigates and resolves complaints related to fire suppression, prevention, medical emergency activities or other services.	Weekly	
5.	Develops, implements, evaluates and revises emergency preparedness and planning procedures.	Monthly	
6.	Researches and develops new methods and techniques for a variety of emergency incident activities, including fire suppression, emergency medical, hazardous materials, etc.	Monthly	
7.	Assists in preparing and monitoring the departmental budget by recommending new staff and equipment purchases, writing equipment specifications, managing specific program budgets and tracking expenditures.	Monthly	
8.	Assists in planning, evaluating and implementing major departmental objectives to include assisting in strategic planning and goal setting.	Annually	
9.	Participates in the development and administration of employee development and evaluation, hiring and promotional program activities.	Annually	
10.	Performs other duties of a similar nature or level.	As Required	

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Knowledge (position requirements at entry):

Knowledge of:

- Management and leadership theories and principles;
- Budgeting theories and principles;
- Departmental policies and procedures;
- Fire behavior, load assessment and suppression techniques and strategies;
- Emergency scene management principles;
- Streets and physical layout of the city;
- Fire engines and ladder trucks;
- Basic and/or advanced life support techniques such as Cardio Pulmonary Resuscitation and patient assessment and treatment techniques;
- Instructional methodology, course design and evaluation, program management principles related to various fire service delivery systems;
- State and national standards and regulations.

Skills (position requirements at entry):

Skill in:

- Monitoring and evaluating staff;
- Developing, interpreting and enforcing policies, procedures and operational standards;
- Developing and evaluating various programs;
- Writing equipment specifications;
- Preparing lesson outlines and instructional materials, training personnel;
- Writing technical reports;
- Applying cardiopulmonary resuscitation and first aid methods and techniques including assessing and treating illnesses or injuries;
- Coordinating and directing fire suppression and other incident activities;
- Operating fire apparatus;
- Operating basic hand tools and power tools;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction..

Training and Experience (position requirements at entry):

Associates Degree in Fire Science and four years experience in firefighting including two years as a Fire Captain; possession of National Fire Academy or FDSOA Incident Safety Officer Certification: possession of NFPA 1041 Instructor I or teaching methodology equivalent or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Successful completion of the Acting Battalion Commander training program. Bachelors Degree is preferred and will become a minimum requirement in July 2012.

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Licensing Requirements (position requirements at entry):

Position requires:

- Incumbents to be 18 or older;
- Valid Arizona Driver's License;
- Possession of Firefighter I/II Arizona State Certification as EMT or Paramedic and medical control issued by Havasu Regional Medical Center. Must maintain EMT or Paramedic continuing education requirements at the minimum level established.

Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling talking, hearing and seeing and repetitive motions.

Compliance with physical fitness program standards is required.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.

Very Heavy Work: Exerting in excess of 165 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (clm) 05/98

Rev.: 06/99 (skm); 03/06 (sjp); 07/07 (jls); 02/08 (jls)